

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

---

**Position Title:** Courtroom Services Administrator #10-14  
**Location:** Dallas, Texas  
**Closing Date:** July 30, 2010, or until filled  
**Starting Salary/Range:** \$ 48,547 - \$78,883 (CL27)\*

\*Depending upon qualifications and experience

### POSITION OVERVIEW

The United States District Court for the Northern District of Texas is recruiting for a Courtroom Services Administrator. The incumbent will be responsible for consulting and overseeing the design, installation, repair, and maintenance of the district's sound systems, evidence presentation systems, electronic recording systems, telecommunications systems, and video conferencing systems and their related personal computers, wiring, switches, and software under the direction of the Assistant Systems Manager for Infrastructure. The incumbent will also be responsible for courtroom technology support, including training attorneys on the use of courtroom presentations and related equipment and implementing approved recommendations that enable more efficient and effective presentations to the court. Travel throughout the district will be required.

### QUALIFICATIONS

- Proven experience and skill in courtroom support, both procedurally and technically.
- Knowledge and ability required to install, support, repair, and upgrade complex sound systems, evidence presentation systems, electronic recording systems, videoconferencing systems, telecommunications systems (including wired, wireless, and VOIP systems) and their related equipment, wiring, switches and software
- Ability to effectively communicate, both orally and in writing, with senior management staff, unit executives, courtroom technology design and installation contractors, judges, and judicial staffs.
- Knowledge and ability to remain current in the technology field in order to make sound recommendations regarding new systems, equipment, and software.

- Ability to apply technical and organizational skills to anticipate and resolve problems pro-actively before they disrupt court proceedings.
- Ability to function well in a team environment with limited overlap of responsibilities.
- At least five years of experience providing courtroom litigation support, including extensive use of electronic presentation equipment. AMX System Design certification and Sound Architectural Acoustics certification, or equivalents, are preferred.

## **BENEFITS**

The incumbent will be entitled to participate in health and life insurance programs and will be given leave for federal holidays, vacation, and sick leave. The incumbent will not be reimbursed for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The selection of a qualified candidate will be contingent upon the results of a mandatory fingerprint and criminal background records check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

### **Submit resume with salary history to:**

#### **Human Resources Manager #10-14**

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: [human\\_resources@txnd.uscourts.gov](mailto:human_resources@txnd.uscourts.gov)

Resumes without code **#10-14** will not be considered

**\*\*\*\* *The Court is an Equal Opportunity Employer* \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.